



Rural Tourism Development Grant Program

Reimbursement Request Form

Submit completed forms and documentation to: Rural Tourism Development Grant Program
Arizona Office of Tourism
1110 W. Washington, Ste. 155
Phoenix, AZ 85007

Applicant Information

Date: _____

1. Name of Applicant Organization: _____

2. Mailing Address: _____ City: _____ Zip: _____

3. Project Coordinator's Name: _____

4. Telephone Number: _____ Email Address: _____

Name of Project: _____

Grand Total Spent: \$ _____

FOR AOT USE ONLY

Total Reimbursement to Applicant: _____

31313/ _____

FISCAL YEAR _____

For approved items, AOT will reimburse 75% of Grand Total Spent up to the organization's award limit.

The undersigned hereby confirm that all information contained in this document is accurate and is in accordance with RTDGP Guidelines. Two different signatures are required in order to process this document.

SIGNATURE _____ Date: _____

Name: (Project Coordinator) _____

Organization: _____

SIGNATURE _____ Date: _____

Name: (Administrative Official) _____

Organization: _____

Reimbursement Checklist

The following documentation must be included with the reimbursement request:

- ✓ **Proof of Charge from Vendor:** Submit legible invoice reflecting date, description and dollar amount. Monthly statements are not acceptable. Only itemized, dated invoices can be considered for reimbursement. A contract which states the charge for the item is also acceptable in cases where no invoice was issued.
- ✓ **Proof of Payment:** Proof of payment must be established prior to reimbursement. Any one of the following items can be used as proof of payment of the expense:
 1. Cashier's Checks – Include your copy of a certified check with each invoice. The cashier's check should only reflect payment for expenditure items that are part of the RTDGP project.
 2. Canceled Checks – Attach a photocopy of the canceled check to certify proof of payment. Your canceled check should only reflect payment for expenditure items that are part of the RTDGP project. Checks are only considered canceled when the bank's clearinghouse has encoded the check amount in the lower right hand corner, or if the bank's stamp is affixed on the check indication "paid."
 3. Copy of check and payment receipt from the vendor.
- ✓ **Proof of Implementation:** Submit proof that the activity was actually performed.